

HEBER CITY CORPORATION  
75 North Main Street  
Heber City, Utah  
Airport Advisory Board Meeting  
Wednesday, March 12, 2014

4:00 p.m.  
Regular Meeting

Public notice is hereby given that the monthly meeting of the Heber City Airport Advisory Board will be at in the Heber City Office Building, 75 North Main, South door, in the Conference Room upstairs. The following items will be discussed:

**Agenda:**

Approval of Minutes

February 12, 2014, Regular Minutes

- Item 1      Airport Manager Report
- Item 2      Review City Attorney Response to the Motion to Amend the Heber City Airport Advisory Board Bylaws, Recommendation to be made to the Heber City Council
- Item 3      Discuss Budgetary Needs at the Heber City Municipal Airport – Russ McDonald Field
- Item 4      Discuss Committee Members for Committee to address hangar leases in respect to reversionary vs. non-reversionary, end of lease terms, and modifications to existing leases
- Item 5      Barry Hancock – Request for a SASO Agreement for Worldwide Warbirds, Inc.

Other Items as Needed

Times are approximate and may vary if needed.

Those interested in the above items are encouraged to attend. Order of items may vary if needed. In compliance with the Americans with Disabilities Act, those needing special accommodations during this meeting or who are non-English speaking should contact Karen Tozier or the Heber City Planning and Zoning Department (435-654-4830) at least eight hours prior to the meeting.

Posted on March 6, 2014 in the Wasatch County Community Development Building, Wasatch County Library, Heber City Hall, the Heber City Website at [www.ci.heber.ut.us](http://www.ci.heber.ut.us) and on the Utah Public Notice Website at <http://pmn.utah.gov>. Notice provided to the Wasatch Wave on March 6, 2014.  
Karen Tozier, Administrative Secretary

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3 HEBER CITY CORPORATION  
4 75 North Main Street – Council Chambers  
5 Heber City, Utah  
6 Airport Advisory Board Meeting  
7 Wednesday, February 12, 2014  
8

9 4:00 p.m.  
10 Regular Meeting  
11

Members Present: Erik Rowland Airport Advisory Board  
Dave Hansen Airport Advisory Board  
Mel McQuarrie Airport Advisory Board  
Kari McFee Airport Advisory Board  
Nadim AbuHaidar Airport Advisory Board

Absent: Jeff Mabbutt Airport Advisory Board

Others: Mark Anderson City Manager  
Terry Loboschefskey Airport Manager  
Karen Tozier Airport Advisory Board Secretary

12  
13 Others: Chip Turner, Bruce Kirchenheiter, Paul Boyer, Mayor Alan McDonald, Jim Church,  
14 Tom Mecham, Dale Stewart, Kirk Nielsen, Cole Miller, Tracy Taylor, Lon Woodard, and others  
15 whose names were not legible.  
16

17 Chairman Rowland convened the meeting at 4:00 p.m. with a quorum present and welcomed all  
18 present. Board Member Mabbutt was excused. Chairman Rowland allowed comments from the  
19 public at the beginning of the meeting.  
20

21 Paul Boyer of Park City and owns a hangar at the Airport, commented regarding the slide  
22 presentation he had made at the City Council Meeting the previous week. He indicated that they  
23 had not had time for a question and answer session and he wanted to let everyone know that if  
24 they ever wanted to do that to invite them to the Airport Advisory Board Meeting and they  
25 would be happy to run those slides or answer questions.  
26

27 Chip Turner, the newly elected Mayor of Daniel asked for something more official in regard to  
28 notification of the City's plans and subsequent information to let them know what is going on  
29 and to possibly be involved. He indicated that this not only affected Daniel but also Charleston  
30 and other residents of the valley.  
31

32 Chairman Rowland noted that on today's agenda they would be looking at the composition of the  
33 Board. There have been some proposals as to seats that should be made available. With that  
34 composition discussion he thought there was an opportunity where they could involve members  
35 of the County as well.  
36

37 **Approval of Minutes**

38  
39 **December 11, 2013, Regular Minutes**

40  
41 Board Member McFee moved to approve the December 11, 2013 Regular Meeting Minutes.  
42 Board Member Hansen seconded the motion. Voting Aye: Board Members McQuarrie,  
43 AbuHaidar, Rowland, McFee, and Hansen. Voting Nay: none. The motion passed.  
44

45 **Item 1** **Airport Manager Report**

46  
47 Terry Loboschefsky reviewed items from his report; there was brief discussion on some of the  
48 items:

- 49  
50 ➤ January was a big month; a record for float sales was set with OK3AIR;  
51 ➤ Terry Loboschefsky was asked to find out from UDOT Aeronautics the statistics on  
52 operations; direction was given to him to get this information on a regular basis;  
53 ➤ Funding for 2013 Runway and Apron Rehabilitation has not been released yet, Spring  
54 of 2015 is the most likely estimation for the project to begin;  
55 ➤ The new snow box works well especially in the hangar area;  
56 ➤ 72 hours of snow removal have occurred to date;  
57 ➤ May need discussion of when the runway needs to be plowed; some individuals want  
58 jet departures in early morning and can't take off with snow on the runway. This is a  
59 budget issue; Loboschefsky did not think clearing should be done in the dark. He was  
60 directed to look at bringing some solutions to the Board by looking at the budget and  
61 determining fees for someone requesting this service during regular hours and at the  
62 fees for service being requested outside of the normal service times. One of the things  
63 to put on the next agenda is some of the budgetary items for the Airport that the City  
64 might consider funding during the next budget year. Looking at whether  
65 Loboschefsky's hours might need to be increased in order to provide service was part  
66 of the discussion.  
67 ➤ There is need for an Emergency Response Plan;  
68 ➤ Hangar inspections are scheduled for this spring through the Fire Marshal to make sure  
69 the hangars are meeting fire safety standards;  
70 ➤ OK3AIR is planning to clear the gate access codes at their gate; this will increase the  
71 need for the City to issue more cards and increase the administrative process.  
72 Discussion on what to do when a hangar owner needs to get a contractor through the  
73 gate to work on their hangar; the thought was to leave it up to the hangar owner if they  
74 need to get someone in;  
75 ➤ Tentatively on June 9 – 15 the CAF is planning to have a B25 for a public event;  
76 insurance information would be needed from anyone offering rides for compensation.  
77  
78  
79  
80  
81  
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83  
84

85 **Item 2** **Kirk Nielsen, Jviation – Continuation of Review of Draft Lease/Rates and**  
86 **Charges Policy Including the Review of FAA and Open House Comments**  
87

88 Chairman Rowland asked if the Board had any questions on the recommendation from  
89 Jviation on the lease rates and policies as to what that recommendation is and what it includes.  
90

91 Boardmember McQuarrie indicated he understood what had been recommended although he  
92 did not agree with all of it. Specifically he did not agree with the recommendation for  
93 reversionary leases, which he said would apply to the commercial hangars. If they make a  
94 recommendation to the Council for non-reversionary for the private hangars they are going to  
95 have to revisit this one; he indicated he thought they should release Jviation and this can be  
96 addressed farther down the road. He did not see a reason why this should stop the Board from  
97 making a recommendation to the City Council; the document contains other pertinent  
98 information to make decisions.  
99

100 Also discussed:

- 101 ➤ The option to form a technical advisory committee as referenced in the Airport  
102 Advisory Board bylaws; and to be as expedient as possible to go through the other  
103 issues;
- 104 ➤ Go through a more thorough process to analyze these things such as the  
105 reversionary / non reversionary issue;
- 106 ➤ The most pressing matter is what to do at the end of a lease; what happens after 25  
107 years?  
108

109 Board Member Hansen moved that we move this forward to City Council for approval. Board  
110 Member McFee seconded the motion.  
111

112 Discussion: Mark Anderson noted that the document is not clear and recommended they provide  
113 clarity to City Council as to what type of leases we would offer. Chairman Rowland noted they  
114 could move that no leases of any kind be extended until this is resolved and address the  
115 reversionary/non-reversionary issue. Board Member AbuHaidar thought possibly there was an  
116 option to offer the same type of leases most recently offered and at the same time we put a group  
117 together. Chairman Rowland asked Board Member Hansen to stop; this could be a second  
118 motion. Discussion on there is nothing clear cut that addresses what happens at the end of a  
119 lease nor what happens with the existing hangar leases. Board Member Hansen struck his  
120 motion for approval. Further discussion and debate continued on these issues.  
121

122 Board Member Hansen indicated he could make a motion on what the lease agreements should  
123 be and moved that we make the lease agreements non-reversionary and have a provision at the  
124 end of lease to not extend the lease but rather have a new lease written which would clarify the  
125 existing leases and also make that retroactive to the new hangars that are presently reversionary  
126 because we are losing money there. So I move that we make a proposal that the existing leases  
127 and the new leases are non-reversionary and then utilize what we can from this document.  
128 Chairman Rowland asked for clarification. “So you are suggesting that we modify current leases  
129 to be all non-reversionary?” Board Member Hansen answered, “I would like to see them non-  
130 reversionary.” Chairman Rowland continued, “So even if the existing lease that is reversionary  
131 who had an agreement (to purchase) with the current lease holder, convert that to another

132 reversionary?” Board Member Hansen answered, “To non-reversionary because the value goes  
133 up.” Board Member McQuarrie seconded the motion. Board Member Hansen clarified his  
134 motion that at the end of term a new lease is written for the ground.

135

136 Lengthy discussion continued on the motion with numerous opinions being offered.  
137 Boardmember AbuHaidar asked if this applied to both the non commercial and commercial  
138 hangar leases. A question was asked whether it would be prudent to create a timeline to get a  
139 working group recommendation. There was concern of this motion not being documented as far  
140 as the means of extenuating circumstances. Summations of both motions were made.  
141 Commissioner Hansen expressed that with the second motion that he was mistaken, he should  
142 have put a limit on that because it would not be fiscally responsible to include hangars that may  
143 have to come down. Board Member Hansen withdrew his second motion.

144

#### 145 **MOTION**

146

147 Boardmember McQuarrie moved I recommend that we push Jviation’s document forward with  
148 non-reversionary, instead of, . . . all new leases as non-reversionary, and that we report to Council  
149 that that’s our intent and then we need to take the next 90 days or 60 days, the next two meetings  
150 and come up with a policy to recommend to the Council of what to do with existing leases at  
151 renewal and possibly conversion of existing reversionary leases. Chairman Rowland asked that  
152 the last part of the motion define what the needs are that they still need to address, and then  
153 secondly define if that should be comprised of one committee for each issue or should the  
154 committee overall oversee all of the issues. He indicated he liked what Boardmember McQuarrie  
155 was saying but asked for there to be two separate motions in order for it to be detailed enough to  
156 do it correctly.

157

158 Boardmember McQuarrie moved to approve Jviation’s recommendation converting to non-  
159 reversionary; everything forward is non-reversionary. Chairman Rowland restated the motion,  
160 “Okay we have a motion to accept the documentation as written with clarification that all new  
161 leases will be non-reversionary.” Boardmember McQuarrie answered, correct. Board Member  
162 Hansen seconded the motion.

163

164 Discussion: Boardmember AbuHaidar asked what the basis was for this recommendation.  
165 Boardmember McQuarrie indicated he thought the Airport will best grow with non-reversionary;  
166 it will keep the values up and keep people motivated to be here and keeps the liability off the  
167 City. Mark Anderson indicated that historically the non-reversionary leases were 20 years with a  
168 5 year extension and this suggests 20 years with a 10 year extension and asked if the intent for  
169 this was to be the same. Anderson indicated he would like the Board to have an opportunity to  
170 explore in more detail what those costs of maintenance and liabilities are because they have not  
171 talked about what the real financial consequences involved are. What are other airports that have  
172 reversionary leases doing and what is their experience? What kind of differences are we talking  
173 about in regard to reversionary vs. non-reversionary? I don’t think there has been any significant  
174 detail discussed other than broad generalities and “we don’t want to do that because it’s bad.” I  
175 think you ought to have more study on that before you draw that conclusion because I haven’t  
176 seen any of that study occur.

177

178 Chairman Rowland called for the vote. Voting Aye: Board Members McQuarrie, AbuHaidar,  
179 Rowland, McFee, and Hansen. Voting Nay: none. The motion passed.

180

181 Discussion ensued on items that still need to be addressed:

182

183 ➤ Reversionary vs non-reversionary;

184 ➤ End of lease terms;

185 ➤ Address modifications to existing lease for when conversion is requested;

186 ➤ Whether hangar row is included;

187 ➤ Should a committee be formed and should it address all of these things? Comments and  
188 suggestions:

189 ○ May warrant more frequent meetings;

190 ○ Stipulations to say what would constitute a quorum of the committee;

191 ■ Some representation from the Board and comprised of general public and  
192 hangar owners;

193 ■ Organize and call group together

194 ● Legal counsel

195 ● Unbiased facilitator

196 ● 1 City Council

197 ● 1 Board Member

198 ● 3 at large

199 ➤ There was a suggestion to have those present bring names to the next meeting as  
200 recommendations for individuals who would be good representatives on the committee.

201

202 Boardmember McQuarrie stated, You want me to... we're kind of running out of time and stuff  
203 that we could address, maybe we could make a recommendation to form a committee and at the  
204 next meeting we will figure out how to put that together, organize it, the committee.

205

206 Chairman Rowland asked the Board what they wanted to do; did they want to take a motion now  
207 as far as this point is concerned?

208

209 Boardmember McQuarrie continued, I'd like the points included put on it but I don't know if  
210 we're ready to name a name. I think we know we want the three things we need to address; we  
211 need to form a committee that will address them. And get recommendations from others to  
212 suggest, may suggest, who is going to be on the committee, and also what you're suggesting we  
213 can take a look at that.

214

215 Chairman Rowland said, So, motion to form a committee and from now until our next board  
216 meeting take recommendations from both the Board as well as the general public as far as what  
217 that composition should be and then come our next board meeting we'll be prepared to name the  
218 committee. That sound good, that sound like a good motion?

219

220 Boardmember McQuarrie stated, sounds like a motion, except we need to add that we are going  
221 to address those three things.

222

223 Chairman Rowland continued, in order to address the reversionary vs. non-reversionary, end of  
224 lease terms, and modifications to existing leases.

225  
226 Boardmember McQuarrie seconded the motion.

227  
228 Voting Aye: Board Members McQuarrie, AbuHaidar, Rowland, McFee, and Hansen. Voting  
229 Nay: none. The motion passed.

230  
231 Chairman Rowland noted that Boardmember McQuarrie had brought up another point and he  
232 asked the Board whether they wanted to release Jviation; do they consider their work complete?

233  
234 Board Member McQuarrie moved that Jviation's contract is complete. Board Member McFee  
235 seconded the motion. Voting Aye: Board Members McQuarrie, AbuHaidar, Rowland, McFee,  
236 and Hansen. Voting Nay: none. The motion passed.

237  
238 **Item 3**            **Discuss the Makeup of the Airport Advisory Board**

239  
240 **REQUEST**

241  
242 At the last meeting held by the Council it was moved that the Airport Board have a voting and  
243 non-voting member of the Council on the Board.

244  
245 Chairman Rowland has asked that the Board give feedback on the following proposed makeup of  
246 the Board.

- 247  
248            • Two City Council Members  
249            • Two Heber City Residents  
250            • Two at-large Members  
251            • FBO Representative

252  
253 The current by-laws read as follows;

254  
255 **Article 3:**

256 ***Appointment and Terms of Members***

257            A. *The Airport Advisory Board shall consist of (7) members;*

258            B. *Membership shall be as follows:*

259            1.            *Membership will include persons of diverse interests from throughout the cities and*  
260            *suburbs in Wasatch County.*

261            2.            *A Technical Assistance Committee will be formed as needed to help understand technical*  
262            *and other issues associated with the airport or other entities that might be affected by it.*

263            C. *The Airport Advisory Board will interface with and be supported by the City Manager, his*  
264            *designee, and/or the Airport Manager. Heber City will also provide a secretary and staff support as*  
265            *needed.*

266            D. *The terms of office for the seven appointed Airport Advisory Board members shall be four years.*  
267            *The initial appointments shall be for, three positions two years, two positions three years, and two*  
268            *positions four years from January 1, 2005. Any vacancies in these positions shall be filled by a*  
269            *recommendation from the Mayor and confirmation by the City Council. The appointment will be for at*  
270            *the remaining time of the member whose vacancy is being filled.*

271 *E. Improper conduct and non-performance of duties shall result in a recommendation to the Heber*  
272 *City Council for removal of said member. Members may be removed after a public hearing, by a*  
273 *majority vote of the City Council.*

274 Currently, the Board is one member short as Tom Melville was not re-appointed.  
275

## 276 **DISCUSSION**

277  
278 The Airport Advisory Board discussed the following points:  
279

- 280 ➤ Chairman Rowland proposed that the Board's composition be looked at because right  
281 now the bylaws are fairly vague. Other than the requirement of residing in Wasatch  
282 County there are no other requirements. The bylaws do not address education or other  
283 factors. He proposed that this be clarified so that there is an efficient board structure.  
284 He proposed that they do have City Council representation so that they can convey  
285 needs more appropriately to the City Council.
- 286 ➤ Chairman Rowland explained his reasoning for recommending the composition of the  
287 Board to be comprised of two City Council Members, two Heber City residents, two  
288 at-large members and one representative from the FBO. He indicated he thought the  
289 majority of membership should be from Heber City.
- 290 ➤ The position of alternate is not addressed in the bylaws;
- 291 ➤ It is not necessary but is helpful for Board Members to have some level of aviation  
292 expertise. This is important in order to give technical advice; conflict needs to be  
293 addressed clearly and not be allowed to influence;
- 294 ➤ All recommendations provided to City Council need to address whether the individual  
295 has aviation experience; any interest in the Airport should be disclosed;
- 296 ➤ Would two City Council members be intimidating?
- 297 ➤ Chair should be the person who represents the recommendations of the Board;
- 298 ➤ Council member should not serve as the Chair;

299  
300 Chairman Rowland read aloud the proposal that the Boardmember requirements for the  
301 bylaws to state the composition of the Board should be comprised of;

- 302
- 303 • Two City Council Members
- 304 • Two Heber City Residents
- 305 • Two at-large Members
- 306 • And one position reserved for the FBO Representative;
  - 307 ○ A decision needs to be made as to what does the FBO seat mean. Is this
  - 308 position only exclusively referring to Nadim AbuHaidar or a
  - 309 representative designated by Nadim as proxy such as Alan Robertson
  - 310 who is an FBO Employee? Boardmember AbuHaidar noted that defining
  - 311 this would be helpful;
- 312 • The members themselves when their names are given for recommendation must
- 313 include whether or not they have aviation experience and any conflicts that may
- 314 exist with the Airport such as hangar ownership or other property interests.

315  
316  
317

318 **MOTION**

319  
320 Board Member McQuarrie moved to approve this with the exception of the two City Council  
321 members would be, you know, one minimum and up to two could be appointed. Chairman  
322 Rowland stated, we have a motion to take the composition as stated with the exception that  
323 rather than two mandatory City Council members, would be mandatory with the second upon  
324 the...Boardmember McQuarrie interjected, so in other words, somebody, a member at large  
325 could be appointed alternate or another City Council Member so they can have the authority to  
326 appoint two on there if they wish but if they select one they should put another at-large or, a, for  
327 instance I mean, I guess that is up to Council. Board Member McFee seconded the motion.

328  
329 Discussion: Chairman Rowland indicated the only issue he would have is he thought because  
330 this is a Heber City asset the majority of membership should be Heber City residents if we left  
331 that second one to at-large this could potentially be taken away as a majority; to have a majority  
332 we need to have at least four. Board Member McQuarrie indicated he was willing to modify (his  
333 motion) to that to be a Heber City resident. There was discussion between Boardmember  
334 McQuarrie and Chairman Rowland at this point on the distinction between Heber City resident  
335 and a second City Council Member; which also would be a Heber City resident. Chairman  
336 Rowland noted that if the Mayor wanted to appoint two City Council Members if it was worded  
337 as Heber City resident then he would not be able to do this. Boardmember McQuarrie indicated  
338 he thought the latitude should be left in and that he would keep his motion as originally  
339 proposed. Boardmember AbuHaidar asked Boardmember McQuarrie for clarification on the  
340 motion; did he modify his motion? Boardmember McQuarrie answered I did not modify; I am  
341 going to keep it as originally proposed. Boardmember AbuHaidar asked, as proposed in this  
342 document? Boardmember McQuarrie answered, as proposed in this document except instead of  
343 requiring two members of Council to be on, the latitude is given to minimum; one required  
344 Council Member and the option to appoint a second if so desired or they can appoint somebody  
345 else at-large or in the City. Boardmember McQuarrie indicated this gives latitude to the Mayor  
346 and City Council to appoint the second position as they desire.

347  
348 Chairman Rowland stressed strongly his opinion that the Board consist of a majority of Heber  
349 City residents. He noted that this was very important after speaking with the rest of the City  
350 Council.

351  
352 Boardmember McQuarrie amended his motion to, "Heber City Council Member or another  
353 Heber City resident." He stated, I will modify my motion to that.

354  
355 The vote was taken at this time. Voting Aye: Board Members McQuarrie, AbuHaidar, Rowland,  
356 McFee, and Hansen. Voting Nay: none. The motion carried.

357  
358 Bylaws were to be given to Mark Smedley for review and Karen Tozier was to email this out to  
359 the Boardmembers for review.

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361  
362  
363  
364

365 **Item 4** **Election of Chairperson and Vice Chairperson**

366  
367 Chairman Rowland indicated he would like to relieve himself of any nominations as a  
368 Chairperson and for that to be extended to another board member. Two potential seats are open.  
369 Board Member McQuarrie voiced his opinion that he thought the Chair needs to report to the  
370 City Council for purposes of communication. The composition of the Board was discussed  
371 briefly.

372  
373 Board Member AbuHaidar re-nominated Chairman Rowland until such time as he was not on the  
374 Board. Board Member McQuarrie nominated Board Member Hansen for Chairman. Board  
375 Member McFee nominated Board Member McQuarrie. Board Member McQuarrie moved to  
376 close nominations. Voting was taken on these nominations and the motions died as there were  
377 not enough votes to carry the motions.

378  
379 **MOTION**

380  
381 Boardmember McQuarrie made a nomination, he said, "I'll take the seat and he (Dave Hansen)  
382 can be the vice".

383  
384 Chairman Rowland summarized the motion; we have a motion to accept Mel as the chair and  
385 Dave as the vice chair. Voting Aye: Board Members McQuarrie, AbuHaidar, Rowland, McFee,  
386 and Hansen. Voting Nay: none. The motion passed.

387  
388 **Item 5** **Review of 2013 Airport Board Actions and approval of the 2014 Annual**  
389 **Regular Meeting Schedule**

390  
391 There were no proposed changes to the schedule and no comments were made on the Board  
392 actions of the past year.

393  
394 **Other Items as Needed**

395  
396 Chairman Rowland invited the public to comment on any items the Board had discussed.

397  
398 Tracy Taylor, a Heber City resident expressed that in listening to the composition of the Board  
399 that she thought it is better to disperse power than consolidate power. She indicated she would  
400 prefer the Airport Advisory Board not be comprised of City Council Members. They are  
401 welcome to come to these meetings, and should come to the meetings whether they sit on a  
402 Board or not. Taylor spoke of using technology for communication and requested video taping  
403 the meetings and placing them on the website so City Council Members can watch and noted that  
404 podcasts were also a way of getting information out to the public and City Council Members.  
405 She also commented on the scheduled time of the meetings preferring that the meetings be later  
406 in the day when she thought more people could attend instead of at 4:00 p.m. She reiterated her  
407 preference that City Council Members not be on this Board. She also thought the members  
408 should have airport experience and that they know how to read a contract and decipher what you  
409 are held to and what you are not held to. She thought the City had grown enough that individuals  
410 could be found to sit on the Board who had these traits.

412 Chip Turner, resident and Mayor of Daniel, thought that having one councilmember on the  
413 Board was okay but that having two members was a huge conflict of interest.

414  
415 Mayor McDonald indicated he wanted to publicly express his appreciation to the members of the  
416 Board. He thought that the experience that they have on this Board is tremendous and that the  
417 issues go very deep which may be the reason why a City Council Member has sat on this Board.  
418 He read the purpose of the Board from the bylaws which was to advise the City Council and  
419 Mayor in matters pertaining to the operation of the Heber City Airport. He thought the intent of  
420 the Board was to advise the Council, not to have Council Members on to this Board. Mayor  
421 McDonald advised the Board on the Codes of Conduct and Conflicts of Interest and then spoke  
422 about communication between the two groups. He commented that the Chairman and any Board  
423 Members are welcome to attend the City Council Meetings. He thought they could bridge the  
424 communication gap together without having two City Council members on the Board at this  
425 time. Mayor McDonald concluded that the Airport has to be viable for investors to come into it  
426 and recommended non-reversionary leases; that the City should look out for their interest. He  
427 recommended that the Board continue to follow the pursuit of non-reversionary leases.

428  
429 Chairman Rowland commented that in regard to City Council representation it had been  
430 unanimous from the City Council that they felt there should be at least one City Council Member  
431 on the Airport Advisory Board.

432  
433 Boardmember McQuarrie moved to adjourn the meeting. Board Member Hansen seconded the  
434 motion. Voting Aye: Board Members McQuarrie, AbuHaidar, Rowland, McFee, and Hansen.  
435 Voting Nay: none. The motion passed and the meeting adjourned at 6:12 p.m.

# Memo

**To:** Airport Advisory Board  
**From:** Mark K. Anderson  
**CC:** Mayor & Council  
**Date:** March 6, 2014  
**Re:** March 12<sup>th</sup>, 2014 - Agenda Items

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## **4:00 P.M.**

**Airport Manager Report:** Enclosed is the monthly Airport Manager's report that has been prepared by Terry Loboschefskey for month of February. Terry will not be able to attend the Board Meeting as he will be attending the Utah Airport Operator's Association (UAOA) Conference in St. George. If the Board has any questions about the report, I will attempt to answer them, or have Terry respond when he returns.

**Review City Attorney Response to the Motion to Amend the Heber City Airport Advisory Board Bylaws, Recommendation to be made to the Heber City Council:** Per the requirements of the Airport Advisory Board Bylaws, City Attorney, Mark Smedley has reviewed the motion made by the Board to amend the makeup of the Board. Enclosed is a memo from Mark which proposes language for Board review and suggests that more discussion/clarification should occur on how the FBO representative member can participate.

**Discuss Budgetary Needs at the Heber City Municipal Airport – Russ McDonald Field:** A few months ago, it was suggested that the Airport Advisory Board discuss items that the City should consider funding as part of the City's annual budgeting process. Attached to Terry Loboschefskey's monthly report, is a copy of the budget items that he is submitting for consideration. I have also included a copy of the request submitted to the Board a few months ago by Alan Robertson of OK3-AIR requesting City participation to enhance airport landscaping. The Board should discuss whether or not there are other needs at the Airport that should receive consideration during the budget process.

Of course, the City will address the budget for the FAA Airport Improvement Project (AIP) of the runway/apron rehab project that will be constructed in the coming budget year. The Board may want to discuss what the best time would be for the 2015 Airport Master Plan update to commence.

**Discuss Committee Members for Committee to address hangar leases in respect to reversionary vs. non-reversionary, end of lease terms, and modifications to existing leases:** At the last Airport Board meeting, the Board recommended a committee be formed to address concerns with reversionary/non-reversionary leases, end of lease terms and modifications to existing leases. It was suggested the Board come prepared to recommend persons that would serve on the committee.

When similar issues were brought up by hangar owners at the Open House, the consultant made the following recommendation:

***Recommendations***

*To enhance relationships with the GA pilot community, the following recommendations are provided for consideration by the Board:*

*1. It is recommended that the Board consider forming a Working Group to further review the policy document and to provide a recommendation to the Board with regard the renewal of existing leases. The Working Group should include:*

- 2 representatives of the GA pilot community*
- 2 sitting Board members*
- 2 community members (preferably with real estate and/or business experience)*

*2. The Working Group should be tasked with the following objectives:*

- Conduct a review of the policy analysis and policy document and provide recommendations that balances the needs of the Airport, the City and the pilot community;*
- Provide constructive options for renewal terms of existing leases; and*
- Provide constructive options for the use of non-reversionary and reversionary leases.*

*3. The Working Group should be charged with submitting recommendations not later than 8 weeks following appointment.*

*4. The process should include a facilitator to ensure a constructive work environment, progression of work and adherence to the deadlines.*

The above recommendation could be used by the Board as a starting point for this process. The Board should come prepared to recommend the committee structure and names of persons who they believe could objectively participate in the process.

**Barry Hancock – Request for a SASO Agreement for Worldwide Warbirds, Inc.:** In November, 2013, Barry came before the Board requesting a SASO Agreement for two separate businesses. Based on direction from the Board, at this time, he is now only requesting a SASO Agreement for Worldwide Warbirds, Inc. (See enclosed application)

The business would be operated out of Hangar One, which Barry owns. The Board should determine if Barry's application meets the Minimum Standards and make a recommendation for approval or denial. Chapter 7 appears to contain the provisions that he will need to meet. (See enclosed)

The fees that the City imposes on SASO's are based on gross sales. The annual fee is imposed per the following schedule:

*Special Service Operator Fee (Gross Sales)*

<i>\$1 – \$ 25,000</i>	<i>\$220.00</i>
<i>\$25,000 - \$50,000</i>	<i>\$495.00</i>
<i>\$50,000 - \$100,000</i>	<i>\$825.00</i>
<i>\$100,000 - \$150,000</i>	<i>\$1,100.00</i>
<i>\$150,000 - \$250,000</i>	<i>\$1,320.00</i>
<i>\$250,000 - \$400,000</i>	<i>\$1,787.50</i>
<i>\$400,000 +</i>	<i>\$2,200.00</i>

# Heber City Airport – Russ McDonald Field

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## Airport Manager's Report For February 2014

### 1. Existing Grants/Projects

- The 2013 Airport Development Plan (ADP) Runway 4/22 & Apron Rehabilitation Project *design* phase remains underway. FAA compliance with new runway/taxiway turnout details is being addressed by Armstrong Consultants. Also, a ramp design option is being assessed as to its viability.

### 2. Upcoming Projects

- The Spring Utah Airport Operators Association (UAOA) conference will be attended by the Airport Manager (March 12 -14). This includes a meeting with the FAA District Office representative. Discussions and updated information on the existing Runway & Apron Rehabilitation grant will be available.
- 2013 Runway 4/22 & Apron Rehabilitation Project: the *construction phase* grant funding from the FAA will not be released as anticipated. Notification of funding release should be provided during the upcoming UAOA Conference. Implementation will be delayed until either fall of 2014 or spring of 2015. RFP releases for construction bids are dependent upon the timing of funding acquisition. This Project will require closure of the runway for one month.
- A hangar fire and safety inspection campaign is being formulated with the Wasatch County Fire Marshal. This inspection campaign is slated as an early spring project and will require individual hangar owner participation.
- An Airport Emergency Response Plan (ERP) has been generated and is being reviewed by the Wasatch County Fire Marshal and Fire Chief. Once reviewed, the ERP draft will be distributed to all agencies/participants involved, including the Airport Advisory Board, for their input prior to being formalized.
- The Commemorative Air Force (CAF) is hosting a weeklong event on the airport June 9<sup>th</sup> -15<sup>th</sup>. Included will be B-25 tours/rides, CAF aircraft rides/displays, swing dance party (CAF museum), Boy Scout pancake breakfast and WWII re-enactment activities. Liability insurance needs to be verified.

### 3. Airport Condition

- Runway lights are operational
- AWOS- an intermittent problem with the cell phone interface is being experienced. This is an electronic link with the National Weather Service. Unrelated: thunderstorms (lighting detection) still sporadically being reported. All other reporting functions of the AWOS are nominal. Vaisala has been contacted.
- Taxiway lights, other than those previously identified, are operational
- Segmented circle – repainting of structures to be done spring 2014
- PAPI Lights operational- scheduled maintenance performed by FAA 3/5/13
- Rotating beacon operational
- Windsock & lights operational –windsock to be replaced early spring.
- 72 hours of snow removal operations have occurred to date.

## Heber City Airport – Russ McDonald Field

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### 4. Discussion Topics

- The proposed Airport Budget FY2014 is attached. Primary items are: airport entrance landscaping and an airport dumpster.
- South field debris (including stumps) clean-up to be addressed this spring. Options of the disposal of stumps and other wood related waste needs to be discussed. Burning may pose a prolonged smoke event. Metal waste will be sent to recycle. Grading of area is limited to airport equipment: a front loader w/bucket and a dump truck. A grader may be required.
- Airport policy on tiedowns of assembled gliders at NE end of field needs to be re-visited. Is it at-your-own-risk, do we provide tiedowns and are there any fees to be imposed?

TO: Heber City Airport Advisory Board and Mark K. Anderson, Heber City Manager  
FROM: J. Mark Smedley, Heber City Attorney  
DATE: March 6, 2014  
RE: Amendment of the Heber City Airport Board By Laws.

Issue: Pursuant to discussions of the Board, a Motion was made to amend the Airport Board By Laws with regard to Board appointments and associated issues. The By Laws require that the City Attorney review any proposed changes. This Memo is pursuant to that instruction as a result of such a review.

Answer: I have reviewed the Motion, the notes of discussion and the current section of By Laws that would be affected by the suggested amendment. The amendment appears legal and permissible.

I have included what my understanding is of the discussion, the wording and how the amendment would appear, with some comments about clarification, and some proposed added language with regard to conflict disclosure.

If my understanding is not accurate with regard to what was anticipated, intended or desired by the Board, please advise.

### **Article 3:**

#### **Appointment and Terms of Members**

- A. The Airport Advisory Board shall consist of (7) members;
- B. Membership shall be as follows:
  - 1. A minimum of at least one City Council Member, with the option, at the discretion of the City Council, of a second City Council Member, or a non-Council Member but resident of Heber City.
  - 2. Two additional Heber City Residents.
  - 3. Two at-large Members.
  - 4. One position reserved for the FBO Representative;

~~5. The members themselves when their names are given for recommendation must include whether or not they have aviation experience and any conflicts that may exist with the Airport such as hangar ownership or other property interests.~~

~~6+. Membership will include persons of diverse interests from throughout the cities and suburbs in Wasatch County.~~

~~72.. A Technical Assistance Committee will be formed as needed to help understand technical and other issues associated with the airport or other entities that might be affected by it.~~

C. The Airport Advisory Board will interface with and be supported by the City Manager, his designee, and/or the Airport Manager. Heber City will also provide a secretary and staff support as needed.

D. The terms of office for the seven appointed Airport Advisory Board members shall be four years. The initial appointments shall be for, three positions two years, two positions three years, and two positions four years from January 1, 2005. Any vacancies in these positions shall be filled by a recommendation from the Mayor and confirmation by the City Council. The appointment will be for at the remaining time of the member whose vacancy is being filled.

E. Improper conduct and non-performance of duties shall result in a recommendation to the Heber City Council for removal of said member. Members may be removed after a public hearing, by a majority vote of the City Council.

**Commented [MS1]:** A decision needs to be made as to what is meant by the FBO seat? What kind of representation would suffice? Is this position only exclusively referring to Nadim AbuHaidar or a representative designated by Nadim as proxy such as Alan Robertson who is an FBO Employee?

Board member AbuHaidar noted that defining this would be helpful;

**Commented [MS2]:** #5 is suggested language with regard to conflict disclosure that would be helpful and perhaps appropriate.

## Heber City Airport - Russ McDonald Field - Budgetary Needs FY2014

Item Requested	Amount Requested	
Airport Waste Disposal - 4yd metal container -yearly	450	
Airport entrance landscaping project-Total \$10,850 @ 40%	4340	
Repaint segmented circle - materials	200	
First Aid kits for trucks, Qty-2	0	Acquired from Public Works
Fencing repair materials	200	
Runway closing kit	300	4 tarps @\$72 + tapes
Airport perimeter signage, \$16 x 10	160	
Additional Airport security lighting	600	2 lights@\$50, \$500 installation
Large fire extinguisher for airport truck		TBD: 10 lb @\$135, 30lb@ \$750
SRE Building xeriscape	200	
Airport entry kiosk	500	
AWOS power conditioner		May not be needed \$500est

<b>Total</b>	6950
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## Mark Anderson

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**From:** Alan Robertson <arobertson@ok3air.com>  
**Sent:** Thursday, September 26, 2013 3:14 PM  
**To:** Mark Anderson  
**Cc:** Luke Watters  
**Subject:** propped airport board agenda item  
**Attachments:** OneTouch Sep 26, 2013 (1).PDF

Mark,

Please see the attached landscape proposal. OK3 would like to discuss this at the next board meeting. This is a project that has long been pondered and deferred. It would complete a comprehensive "look" for the FBO experience and by extension airport impression on visitors. Right now, it is somewhat confusing as to where the actual entrance to the FBO is and the approach is very rural and uninviting. This landscape scheme and a proposed entrance sign would be a welcome change and focal point.

Since a good part of the proposed area to landscape is on city land, we would like to request a 40% cost share by the city. Please note that this does not include the cost of signage (perhaps a large engraved stone of some sort). Given the nice monthly cash inflow from the landing fee program and enhanced fuel flowage fee, I would hope you would deem this a reasonable and affordable request.

Thanks for your consideration.

Best,

Alan Robertson  
CFO  
OK3 AIR  
Heber City, Utah 84032  
Office: 435-657-1611  
Fax: 435-654-4182  
[www.ok3air.com](http://www.ok3air.com)

Note: To protect against computer viruses, e-mail programs may prevent sending or receiving certain types of file attachments. Check your e-mail security settings to determine how attachments are handled.



# Proposal

## KP Landscape

**Client Name:** OK3 Air  
**Project Name:** Parking Lot Landscape  
**Jobsite Address:** 1980 Airport Rd Heber City, UT 84032  
 (435) 654-3962  
**Estimate ID:** EST73604  
**Date:** Sep 03, 2013

### Irrigation \$2,550.00

Install Drip line to culinary water using small Back flow and low pressure emitters. Install Drip Line to Secondary water system

1	Each	Back Flow Preventer and Battery Clock	
2	Each	Irrigation (Drip Valve) - Valve	1 Drip Valve- Valve, Drip Line, Emitters, etc.

### Planting \$2,414.00

4	Each	10 Gal. Tree - 10 Gal.	10 Gal. Tree
1	Each	2" Deciduous Tree - 2" Cal.	2" Cal. Tree
29	Each	5 Gal Shrub - 5 Gal.	5 Gal. Shrub
96	Each	1 Gal. Perennial - 1 Gal.	1 Gal. Perennial

### Demo, Rough Grade, Haul Off, Finish Grade \$1,050.00

Remove all debris, rock, weeds, soil, etc. Grade and Prep for weed barrier and panting

### Weed Barrier, Cobble, Crushed Rock, Bark \$4,836.00

8	Each	Bark Mulch - Yard	Bark Mulch
14	Each	Gravel - Yard	Clean Gravel
1	Each	Cobble Stone - 12-14 Yards	Any Size
5	Each	Weed Barrier	
24	Each	Steel Edging - 10' Stick	Black 4" Steel Edging with Stakes

	<b>Subtotal</b>	\$10,850.00
	<b>Taxes</b>	\$0.00
	<b>Estimate Total</b>	<b>\$10,850.00</b>

Estimate authorized by: \_\_\_\_\_  
Company Representative

Signature Date: \_\_\_\_\_

Estimate approved by: \_\_\_\_\_  
Customer Representative

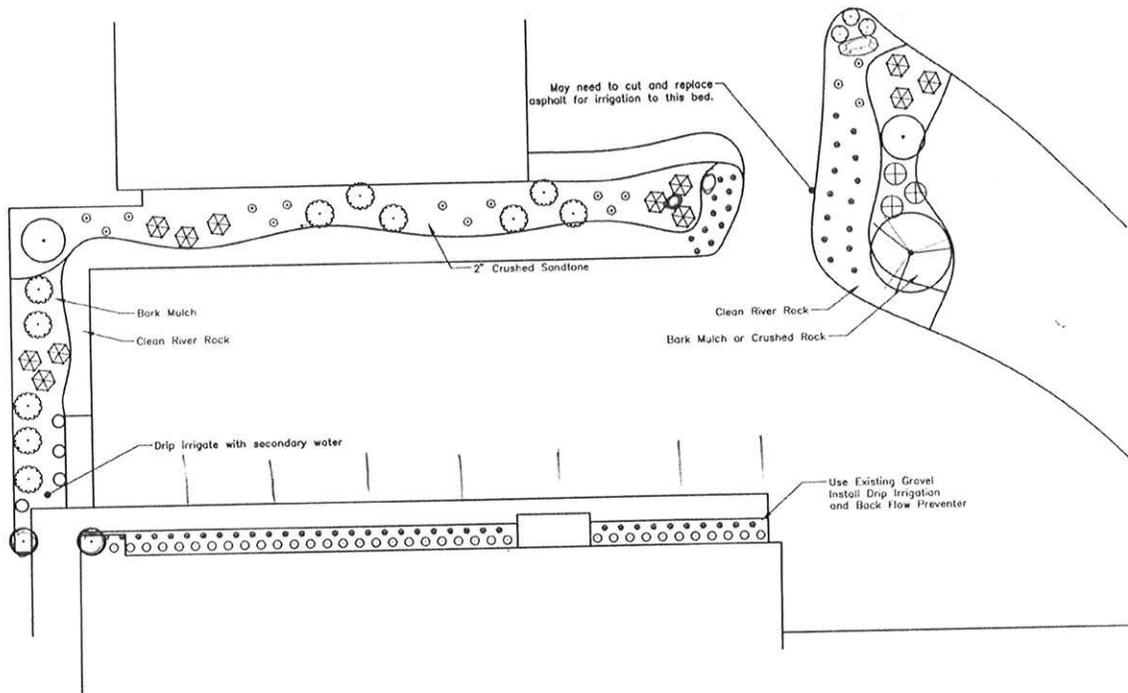
Signature Date: \_\_\_\_\_

L1.0

Concept Plan



843 SOUTH MAIN  
HEBER UTAH  
801-510-7142  
435-513-4611



## PLANT SCHEDULE

TREES	BOTANICAL NAME / COMMON NAME	CONT.	GAL.	QTY.
	<i>Acer ginnala</i> / Amur Maple	10 gal		2
	<i>Populus tremuloides erecta</i> / Swedish Aspen	10 gal		2
	<i>Prunus virginiana 'Canada Red'</i> / Canada Red Chokecherry	B & B	2" Cal	1
SHRUBS	BOTANICAL NAME / COMMON NAME	SIZE	FIELD 2	QTY.
	<i>Calamagrostis x acutiflora 'Karl Foerster'</i> / Feather Reed Grass	1 gal		36
	<i>Helictotrichon sempervirens</i> / Blue Oat Grass	1 gal		60
	<i>Juniperus horizontalis 'Blue Rug'</i> / Blue Rug Juniper	5 gal		3
	<i>Pennisetum alopecuroides</i> / Fountain Grass	1 gal		15
	<i>Perovskia abrotanoides</i> / Russian Sage	5 gal		12
	<i>Potentilla fruticosa</i> / Yellow/ White Bush Cinquefoil	5 gal		3
	<i>Salix purpurea 'Nana'</i> / Dwarf Arctic Willow	5 gal		11



## Heber City Airport – Russ McDonald Field 36U

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### SPECIALIZED AVIATION SERVICE OPERATOR (SASO) APPLICATION

This application is a request to Heber City to utilize the Heber City Airport land or facilities for commercial activities, to issue a commercial aeronautical activities permit, or to issue any other permit to conduct commercial activities.

To familiarize the applicant to Heber City Airport SASO requirements, a copy of the *Heber City Airport Minimum Standards* (dated August 19, 2010) is attached to this application. Please refer to this document to ensure a complete and accurate application.

#### PART 1 Applicant Information

**Contact Name:** Barry Hancock

**Contact Address:** 2002 Airport Road

**City:** Heber City      **State:** UT      **Zip:** 84032

**Contact Phone:** \_\_\_\_\_ **Cell:** 801-899-5313

**Email Address:** bhancock@worldwidewarbirds.com

**Operator/Business Name:** Worldwide Warbirds, Inc.

**Type of Operation being applied (check one)**

- Aircraft Sales Operator

### SPECIALIZED AVIATION SERVICE OPERATOR (SASO) APPLICATION

#### PART 2 Applicant Proposal

**Summary of services applicant shall offer:**

Aircraft Sales.

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## Heber City Airport – Russ McDonald Field 36U

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**Detailed description of scope of intended operation - include means and methods to be employed to accomplish contemplated services. Use additional sheet(s) as necessary:**

Worldwide Warbirds, Inc. has been in business since 2005 and is one of the premier warbird dealers in the nation. Specializing in ex-Eastern Bloc aircraft initially, we gained a reputation as the most detail oriented restoration company for L-39's and Nanchang CJ-6s. This reputation has allowed us to establish ourselves as a trusted source for all types of warbirds, unique, exotic, and classic aircraft. We have a substantial presence in several sales catalogues, as well as a professionally maintained web presence.

Economic factors dictated a reshaping of the business to brokering of aircraft, parts, and buyer consulting. Our operation now primarily consists of representing high quality aircraft all over the country. Occasionally, we will act as caretakers of customer aircraft while they are for sale, providing storage, routine maintenance (which we contract out), and demo flights.

\_\_\_\_\_

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## Heber City Airport – Russ McDonald Field 36U

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### SPECIALIZED AVIATION SERVICE OPERATOR (SASO) APPLICATION

#### PART 2 Applicant Proposal (continued)

**Proposed date of commencement of the activity and term:** Immediately upon approval and indefinitely.

**Proposed hours of operations:** Typically by appointment and year round.

**Amount and type of insurance coverage applicant will maintain:**

Standard \$1M liability on both aircraft and hangar.

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**Number of aircraft involved (if applicable):** One North American T-6G.

**Number and qualifications of employees (if applicable):**

Currently two. See attached document for qualifications of Barry Hancock. We also employ a book keeper.

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**Evidence of applicant's financial capability to perform and provide proposed services and facilities (use attachment if necessary):**

Hangar and aircraft purchased outright.

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## Heber City Airport – Russ McDonald Field 36U

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Proposed leasing activities (check one)

- Undeveloped land
- Developed land
- Existing hangars
- Other (explain)

### SPECIALIZED AVIATION SERVICE OPERATOR (SASO) APPLICATION

#### PART 2 Applicant Proposal (continued)

Amount of land applicant desires to lease (if applicable):

N/A

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Location of the building(s) to be leased (if applicable):

N/A

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Size and location of buildings to be constructed (if applicable):



## Heber City Airport – Russ McDonald Field 36U

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*Barry Hancock*

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Applicant Signature

Date 3/6/14

DRAFT

## REQUEST FOR SASO PERMIT - AIRCRAFT SALES

By Worldwide Warbirds, Inc.

This request is for a SASO permit as an Aircraft Sales Operator as outlined in Part 7 of the Heber City Airport Minimum Standards document. As stated in the previous application, Worldwide Warbirds, Inc. has been in business since 2000 and is one of the premiere warbird aircraft dealers in the country. We maintain an active web site with current listings and market our business in national trade publications.

As a preface, I'd like to acknowledge and address concern expressed about the signage installed on the building known as "Hangar One" where Barry Hancock, owner of Worldwide Warbirds, Inc. is the current owner. It is important to note that the reason the signage was put up in advance of receiving a permit was because a legitimate production company out of Los Angeles scheduled a three day shoot at the end of October to film a promo for a documentary concept to pitch to television networks. This concept captures all the activities Worldwide Warbirds and it's affiliate are engaged in and it was felt important by the production company that the signage be in place. This was not an attempt to ignore or otherwise disrespect the requirement of the city to obtain a SASO permit.

You can watch the first of several video segments produced here:  
<https://www.youtube.com/watch?v=MSIirJogAJ4>

Below are explanations on how we will meet each part of the requirements as outlined in Part 7 of the Minimum Standards.

7.1 For the past 14 years Worldwide Warbirds, Inc. is actively engaged in the sale of warbird and other unique, exotic, and high performance aircraft.

7.2. Worldwide Warbirds will operate out of the old "Hangar One," and meets all the requirements in 7.2.1.1-3.

7.3 N/A

7.4 Barry Hancock, Owner of Worldwide Warbirds, Inc., is an experienced warbird pilot with over 2500 hours of flight time in a variety of warbird aircraft and several type ratings. Further qualifications available upon request.

7.5.1.1 Barry Hancock is a commercially rated pilot.

7.6 Worldwide Warbirds, Inc. deals exclusively in "as is" sales of used aircraft. There is no equipment required.

7.7.1 Worldwide Warbirds, Inc. is open for business Monday to Friday from 9a to 5p, and Saturdays by appointment.

7.8 We will comply with this within 10 business days of receiving our permit.



## AIRCRAFT SALES OPERATOR (SASO)

### 7. AIRCRAFT SALES OPERATOR (SASO)

#### 7.1. Definition

- 7.1.1. Aircraft Sales Operator: A person engaged in the sale of new and or used aircraft or who acts as an aircraft broker. .
- 7.1.2. In addition to the General Requirements set forth in Section 2, each Aircraft Sales Operator at the Airport shall comply with the following minimum standards set forth in this Section 7.

#### 7.2. Leased Premises (Sublessee or Multiple Activities)

- 7.2.1. An Operator engaging in this activity as well as other activities or an authorized Sublessee engaging in this activity shall have adequate apron, facilities, and vehicle parking (all located within close proximity) to accommodate all activities of the Operator, but not less than the following:
- 7.2.1.1. *Apron/paved tiedowns shall be adequate to accommodate the total number of aircraft in Operator's fleet at the Airport.*
- 7.2.1.1.1. If Operator utilizes a hangar for the storage of Operator's fleet at the Airport, no paved tiedowns will be required.
- 7.2.1.2. *Facilities shall include customer and administrative areas that are curbside accessible. Maintenance and hangar areas are required if Operator is conducting aircraft maintenance on aircraft owned and/or operated by Operator and/or in Operator's inventory. If Operator provides aircraft maintenance on other aircraft, Operator shall meet the minimum standards for an Aircraft Maintenance Operator.*
- 7.2.1.2.1. Customer and Administrative area shall be at least 250 square feet and include adequate space for employee offices, work areas, and storage. Operator's customers shall have immediate access to customer lounge(s), and restrooms.
- 7.2.1.2.2. Maintenance area, if required, shall be at least 500 square feet to include adequate space for employee work areas, shop areas, and storage.
- 7.2.1.2.3. Hangar area, if required, shall be large enough to accommodate the largest aircraft in Operator's fleet at the Airport maintained by Operator.
- 7.2.1.3. *Vehicle Parking – Per Heber City Municipal Code, Chapter 18.72 Parking Standards.*

#### 7.3. Leased Premises (Lessee)

- 7.3.1. An Operator other than an authorized Sublessee engaging in this activity shall have adequate land, apron, facilities, and vehicle parking to accommodate all activities of the Operator and all approved Sublessee(s), but not less than the following:
- 7.3.1.1. *Apron/paved tiedowns shall be adequate to accommodate the total number of aircraft in Operator's fleet at the Airport (inventory).*
- 7.3.1.1.1. If Operator constructs or has a hangar, apron shall be equal to the hangar square footage or adequate to accommodate the movement of aircraft into and out of the hangar, staging, and parking of Operator's fleet at the Airport (inventory), whichever is greater.
- 7.3.1.1.2. If Operator utilizes a hangar for the storage of Operator's fleet at the Airport (inventory), no paved tiedowns will be required.
- 7.3.1.2. *Facilities shall include customer and administrative areas that are curbside accessible. Maintenance and hangar areas are required if Operator is conducting aircraft maintenance on aircraft owned and/or operated by Operator and/or in Operator's inventory. If Operator provides aircraft maintenance on other aircraft, Operator shall meet the minimum standards for an Aircraft Maintenance Operator.*
- 7.3.1.2.1. Customer area shall be at least 400 square feet and shall include adequate space for customer lounge(s), and restrooms.
- 7.3.1.2.2. Administrative area shall be at least 250 square feet and shall include adequate space for employee offices, work areas, and storage.
- 7.3.1.2.3. Maintenance area, if required, shall be at least 500 square feet and shall include adequate space for employee work areas, shop areas, and storage.
- 7.3.1.2.4. Hangar area, if required, shall be at least 2,500 square feet or large enough to accommodate the largest aircraft in Operator's fleet at the Airport maintained by Operator, whichever is greater.



## AIRCRAFT SALES OPERATOR (SASO)

7.3.1.3. *Vehicle Parking – Per Heber City Municipal Code, Chapter 18.72 Parking Standards.*

### **7.4. Licenses and Certifications**

7.4.1. Personnel shall be properly certificated by the FAA, current, and hold the appropriate ratings for providing flight demonstration in all aircraft offered for sale.

### **7.5. Personnel**

7.5.1. Operator shall provide a sufficient number of personnel to adequately and safely carry out the activity in a prompt and efficient manner to meet the reasonable demand of the public seeking such services.

7.5.1.1. *Operator shall employ one (1) current private pilot.*

### **7.6. Equipment**

7.6.1. Operator shall provide necessary and satisfactory arrangements for aircraft maintenance in accordance with any sales guarantee or warranty period.

### **7.7. Hours of Activity**

7.7.1. Operator shall be open and service shall be available to meet the reasonable demands of the public.

### **7.8. Insurance**

7.8.1. Operator shall maintain, at a minimum, the coverage and limits of insurance set forth in Attachment A - Schedule of Minimum Insurance.



**ATTACHMENT A (MINIMUM INSURANCE REQUIREMENTS)**

**16. ATTACHMENT A (MINIMUM INSURANCE REQUIREMENTS)**

	Fixed Base Operator	Aircraft Maintenance Operator	Avionics or Instrument Maintenance Operator	Aircraft Rental, Flying Club, or Flight Training Operator	Aircraft Charter or Aircraft Management Operator	Aircraft Sales Operator	Specialized Commercial Aeronautical Operator, including Commercial Hot Air Balloon Operators	Temporary Specialized Aviation Service Operator	Commercial Hangar Developer or Operator	Non-Commercial Hangar Developer/Operator	Non-Commercial Self-Service Fueling Permittee
<b>COMMERCIAL GENERAL LIABILITY (Combined Single Limit)</b>											
Each Occurrence	\$5,000,000	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000
<b>VEHICULAR LIABILITY (Combined Single Limit)</b>											
Each Occurrence	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000
<b>HANGAR KEEPER'S LIABILITY (Largest Aircraft Accommodated) - if applicable</b>											
SE Piston Group I	Each Aircraft	\$150,000	\$150,000	\$150,000	\$150,000	\$150,000	\$150,000	\$150,000	\$150,000	\$150,000	\$150,000
	Each Occurrence	\$300,000	\$300,000	\$300,000	\$300,000	\$300,000	\$300,000	\$300,000	\$300,000	\$300,000	\$300,000
ME Piston Group I	Each Aircraft	\$250,000	\$250,000	\$250,000	\$250,000	\$250,000	\$250,000	\$250,000	\$250,000	\$250,000	\$250,000
	Each Occurrence	\$500,000	\$500,000	\$500,000	\$500,000	\$500,000	\$500,000	\$500,000	\$500,000	\$500,000	\$500,000
Turboprop Group I	Each Aircraft	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000
	Each Occurrence	\$2,000,000	\$2,000,000	\$2,000,000	\$2,000,000	\$2,000,000	\$2,000,000	\$2,000,000	\$2,000,000	\$2,000,000	\$2,000,000
Turboprop Group II	Each Aircraft	\$2,000,000	\$2,000,000	\$2,000,000	\$2,000,000	\$2,000,000	\$2,000,000	\$2,000,000	\$2,000,000	\$2,000,000	\$2,000,000
	Each Occurrence	\$4,000,000	\$4,000,000	\$4,000,000	\$4,000,000	\$4,000,000	\$4,000,000	\$4,000,000	\$4,000,000	\$4,000,000	\$4,000,000
Turbojet Group I	Each Aircraft	\$2,500,000	\$2,500,000	\$2,500,000	\$2,500,000	\$2,500,000	\$2,500,000	\$2,500,000	\$2,500,000	\$2,500,000	\$2,500,000
	Each Occurrence	\$5,000,000	\$5,000,000	\$5,000,000	\$5,000,000	\$5,000,000	\$5,000,000	\$5,000,000	\$5,000,000	\$5,000,000	\$5,000,000
Turbojet Group II	Each Aircraft	\$5,000,000	\$5,000,000	\$5,000,000	\$5,000,000	\$5,000,000	\$5,000,000	\$5,000,000	\$5,000,000	\$5,000,000	\$5,000,000
	Each Occurrence	\$10,000,000	\$10,000,000	\$10,000,000	\$10,000,000	\$10,000,000	\$10,000,000	\$10,000,000	\$10,000,000	\$10,000,000	\$10,000,000
<b>AIRCRAFT AND PASSENGER LIABILITY (Each Occurrence)</b>											
SE Piston/Group I							\$1,000,000/\$100,000 sub limit per person				
Commercial Hot Air Balloon							\$1,000,000/\$100,000 sub limit per person				
ME Piston/Group I							\$1,000,000/\$100,000 sub limit per person				
Turboprop Group I & II							\$5,000,000/\$250,000 sub limit per person				
Turbojet/Group I							\$5,000,000/\$250,000 sub limit per person				
Turbojet/Group II							\$10,000,000				
Students and Renters							\$100,000				
<b>ENVIRONMENTAL LIABILITY (Combined Single Limit, Each Occurrence)</b>											
Each Occurrence	\$1,000,000										\$1,000,000



## ATTACHMENT A (MINIMUM INSURANCE REQUIREMENTS)

**Commercial General Liability** to include bodily injury, personal injury, and property damage for all premises, products and completed operations, unlicensed vehicles, and contractual liability.

**Vehicular Liability or Business Automobile Liability** to include bodily injury and property damage for all vehicles (owned, non-owned, or hired).

**Hangar Keeper's Liability** to include property damage for all non-owned aircraft under the care, custody, and control of the Operator.

**Aircraft and Passenger Liability** to include bodily injury, property damage, and passenger injury for all owned, leased, or operated aircraft.

**Student and Renter Liability** to include bodily injury, personal injury, and property damage (excluding aircraft hull) for students and renters of aircraft.

**Environmental Liability** to include bodily injury, property damage, and environmental cleanup costs.

**SE** = Single engine aircraft

**ME** = Multi engine aircraft